

APHIS PROGRAM PLANNING GUIDE

This is the Animal and Plant Health Inspection Service (APHIS) Program Planning Guide. It is intended for all APHIS program managers to assist them in their planning efforts. It consists of general guidance about the key components of strategic, operational (action), refinement, and business planning.

The Guide also serves as a quick reference for managers, as it contains a variety of planning templates, checklists, sample memos, and additional planning references that may be useful sources of more in-depth information on particular aspects of planning. I hope that you will use this Guide on a regular basis as you prepare your various planning documents. APHIS has been effective in carrying out its basic mission, in part, because of its ability to anticipate issues of concern and react accordingly. Our ability to plan even more strategically can only enhance our effectiveness and our success. As APHIS continues to manage these issues, it becomes increasingly clear that having solid planning skills also are vital to minimizing or preventing any negative consequences that can potentially result from these threats.

The Program Logic Model is described and included as an important tool when explaining basic program rationale to Congress, stakeholders, and other Federal and State agencies or partners. There is also a section devoted to Administrative Management Planning that emphasizes important components of operational planning in emergency situations.

Updating this Guidebook will occur on an as-needed basis to incorporate managers' suggestions, changes in legislation, and general improvements. Comments should be sent to:

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